


FORM S.F. 570 (Rev. 1/85)				STATE OF WASHINGTON CLASSIFICATION QUESTIONNAIRE (POSITION DESCRIPTION)		DOT EF 3/98 PER-943-								
SHADED AREAS ARE COMPLETED BY DEPARTMENT OF PERSONNEL						1. AGENCY NAME WA St. Dept. of Transportation		2. POSITION NUMBER						
3. EMPLOYEE NAME (Last, First, Initial) Vacant				PHONE NO.		4. SUBMITTED BY <input checked="" type="checkbox"/> AGENCY <input type="checkbox"/> EMPLOYEE		5. POSITION ACTION NO.						
6. DIVISION/INSTITUTION/SECTION/UNIT SP & P				MAIL STOP 47380		7. SUBMITTED FOR <input type="checkbox"/> UPDATE <input type="checkbox"/> REALLOCATION <input checked="" type="checkbox"/> ESTABLISHMENT <input type="checkbox"/> OTHER								
8. IMMEDIATE SUPERVISOR'S NAME Roger Caddell				PHONE NO. 570-2430		IMMEDIATE SUPERVISOR'S CLASS TITLE Transportation Technical Engineer 5								
9. PRESENT CLASS TITLE Vacant				CLASS CODE		PROPOSED CLASS TITLE Transportation Planning Specialist 2		CLASS CODE 67840						
10. WORKING TITLE (if different than class title) Roadside Features Inventory Program System Administrator						14. CLASS TITLE		CLASS CODE						
11. EMPLOYMENT With Dept. YEARS MONTHS		WITH PRESENT DUTIES YEARS MONTHS		12. HRS. OF WORK 40/Week		15. EFFECTIVE DATE		16. WORK WEEK DESIGNATION		17. PAY RANGE				
13. LOCATION OF EMPLOYMENT Tumwater, WA						18. AUDITED BY		19. DATE		20. REVIEWED BY		21. DATE		
22. % OF TIME/ <input type="checkbox"/> DAY <input type="checkbox"/> WK <input type="checkbox"/> MO. <input checked="" type="checkbox"/> YR		23. EMPLOYEE'S STATEMENT OF DUTIES Read instructions carefully before completing this section. List those duties first which occupy most of your time. Underline your most responsible duty.												
70%		PERFORMS PROFESSIONAL TRANSPORTATION PLANNING ASSIGNMENTS UNDER THE GENERAL SUPERVISION OF THE ROADSIDE FEATURES PROGRAM MANAGER. <u>This position independently selects and applies techniques, interprets and evaluates data, draws conclusions and prepares documents using established procedures and techniques. Using ArcGIS software and other ESRI products, responsible for independently cleansing and validating data recieved from the Regional Roadside Features Inventory Program (RFIP) data collection crews prior to entering the data in the RFIP production database. Performs quality assurance checks and documents results. Compiles and documents RFIP performance measure data. Using specialized software, associates RFIP digital imagery to a specific location and inputs data into the RFIP database. Is the lead data steward for Roadside Features data and serves on the Transportation Data Office Data Council. Provides data support and direction to the regional RFIP leads in resolving data issues.</u>												
25%		Using GPS equipment and GIS software, collects and reports RFIP data for testing and validation purposes. Involved in the pre-collection, strategic planning and reporting of RFIP data. Provides training and support to customers in reporting functions.												
5%		Other Duties as Required.												
(attach additional sheets if necessary)														
<input type="checkbox"/> —ORIGINAL COPY FOR THE DEPT. OF PERSONNEL			<input type="checkbox"/> —COPY FOR AGENCY HEADQUARTERS PERSONNEL OFFICE			<input type="checkbox"/> —COPY FOR FIELD OFFICE OF ORIGINATOR			<input type="checkbox"/> —COPY FOR EMPLOYEE			<input type="checkbox"/> —COPY FOR DIRECT MAIL TO THE DEPT. OF PERSONNEL		

EMPLOYEE'S STATEMENT (Cont'd)

24. EMPLOYEES WITHIN THE AGENCY WHOSE DUTIES ARE THE SAME (Name) A. None B. C.	CLASSIFICATION TITLE	WORKING TITLE
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25. UNITS SUPERVISED (if applicable) NO. OF EMPLOYEES IN EACH. ALSO ATTACH 8 1/2" X 11" ORGANIZATION CHART
NONE

26. SUBORDINATE EMPLOYEES REPORTING DIRECTLY TO THIS POSITION—HIGHEST PAY RANGE FIRST		
NAME OR NUMBER A. B. NONE C.	CLASSIFICATION TITLE	WORKING TITLE

D. (Number) ADDITIONAL EMPLOYEES REPORTING DIRECTLY TO THIS POSITION

27. OFFICE MACHINES, EQUIPMENT, TOOLS, MOTOR VEHICLES, ETC. OPERATED ON JOB PERCENT OF TIME
Miscellaneous GPS & Other Electronic Equipment - 60% PC - 20% Auto - 20%

I CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE MY OWN AND ARE ACCURATE AND COMPLETE	28. SIGNATURE OF EMPLOYEE	29. DATE
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IMMEDIATE SUPERVISOR'S STATEMENT

30. ☐ AGREE ☐ DISAGREE WITH EMPLOYEE'S STATEMENT AND MOST RESPONSIBLE DUTY. EXPLAIN (Attach Additional Sheets, if Needed)

31. SUPERVISION REQUIRED BY POSITION
☐ CLOSE, DETAILED ☒ SPOT CHECK BASIS ONLY ☐ LITTLE—EMPLOYEE RESPONSIBLE FOR DEVISING OWN WORK METHODS ☐ OTHER EXPLAIN ITEM CHECKED

32. EDUCATION REQUIRED BY POSITION
☐ LESS THAN HIGH SCHOOL ☒ HIGH SCHOOL GRADUATION ☐ SOME COLLEGE NO. OF YEARS REQ'D ☐ COLLEGE GRADUATION ☐ GRADUATE STUDY DEGREE (KIND)

MAJOR Per Specifications

33. EXPERIENCE, SKILLS, SPECIAL KNOWLEDGE, LICENSE, CERTIFICATE, ETC., REQUIRED BY POSITION (KIND AND LENGTH OF TIME)
A minimum of one year of experience performing GIS tasks. One year of experience with standard LPF PC applications i.e. Excel, Access, Word. Washington Drivers License and Flagger Certification mandatory.

34. ESSENTIAL FUNCTIONS REQUIRED BY POSITION (IDENTIFY ESSENTIAL FUNCTIONS ON ESSENTIAL JOB FUNCTIONS FORM (DOT FORM 750-015))

35. SIGNATURE OF IMMEDIATE SUPERVISOR	36. TITLE	37. DATE
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DEPARTMENT HEAD'S STATEMENT

38. COMMENTS AS TO ACCURACY AND COMPLETENESS OF STATEMENTS BY EMPLOYEE AND IMMEDIATE SUPERVISOR
(Attach Additional Sheets if Necessary)

39. ☐ AGREE ☐ DISAGREE WITH STATEMENTS IN ITEMS 32, 33, AND 34. COMMENT

40. SIGNATURE OF DEPARTMENT HEAD OR DESIGNEE	41. TITLE General Manager, Transportation Data Office	42. DATE
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